

Oxford Genetics, a leader in synthetic biology, is a specialised contract research organisation offering services to support the discovery, development and production of biologics, with a particular focus on viral vectors for gene therapy applications. A unifying theme across the portfolio is expertise in DNA design, expression system optimisation, cell line development and engineering of viral delivery systems. We are located within purpose-fitted laboratories at the Oxford Science Park, just South of Oxford.

We are in a phase of rapid expansion and are seeking highly motivated and enthusiastic scientists and engineers to join the team and help facilitate the next stage of our development as a company. We aim to be both innovative and entrepreneurial in everything we do.

**Our latest scientific and commercial positions are currently being finalised and will be advertised here shortly**

In addition to undertaking the Job duties, post-holders will be expected to fully adhere to the following:

#### **Personal Development**

- To actively participate in their performance review and work towards objectives set.
- To take responsibility for their own professional development ensuring professional standards are maintained and mandatory training is in date.
- To attend training as requested.

#### **Code of Conduct and Quality**

- To uphold the company mission and values.
- To support the company in developing an effective work/life balance for employees that meets the needs of the organisation.
- To adhere to quality processes and procedures and strive for continuous quality improvement.

#### **Equal Opportunities/Diversity**

- To observe the company's Equal Opportunities Policy providing equality of treatment and opportunity to employees, irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

#### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the company Health and Safety Policy and ensure matters are managed in accordance with it.
- To report accidents, incidents and near misses, implementing corrective action where necessary.

#### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined the company handbook regarding confidentiality.

- To comply with the Data Protection Act 2018 and future similar legislation and ensure that all information collected, stored and used is done so in compliance with the Act.
- To preserve the confidentiality of any information in connection with their employment. This obligation shall continue in perpetuity.

#### **COMPANY BENEFITS:**

25 days Annual Leave plus Bank Holidays, Pension with matched employer contribution to 7%, Health Insurance, Group Life Cover, Glasses Vouchers and a friendly working environment in an exciting and expanding company.

#### **JOB LOCATION**

We have offices in the UK and USA. This role will be located at The Oxford Science Park, just 4 miles south east of Oxford, with parking and good public transport links from Oxford. Our UK office address is: Oxford Genetics Ltd, Robert Robinson Avenue, The Oxford Science Park, Oxford, OX4 4HG.

#### **HOW TO APPLY**

**Candidates must be eligible to work in the United Kingdom without sponsorship.**

**Please send a CV.** Your CV should include evidence that demonstrates how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks. Your application will be judged on the basis of how you demonstrate that you meet the selection criteria stated in the job description. *Internal applicants apply directly to the Recruitment inbox and copy in the HR Manager.*

#### **DIVERSITY AND EQUALITY OF OPPORTUNITY**

We provide all our staff with a welcoming and inclusive workplace that enables and empowers everyone to develop and deliver professional excellence. We recognise diversity is vital for innovation and creativity and value each individual's contribution. Entry into employment with Oxford Genetics and further progression will be determined by personal merit and the application of criteria related to the duties of the role. The ability to perform the role will be the primary consideration on entry into employment and to successfully pass probation.

#### **PRE-EMPLOYMENT SCREENING**

The appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work in the UK, proof of identity, references and health assessment.

#### **RECRUITMENT AGENCIES**

We operate a scientific partnership agency scheme, sharing access to an insightful level of company information and hiring cycles, to provide the best overall experience for our partnership recruitment agencies and our future employees.

We review our partnership agency panel when necessary and during our annual review in the Spring. Should you wish to be considered, please submit your company information with clear terms and conditions to [recruitment@oxgene.com](mailto:recruitment@oxgene.com) and we will contact you should we need to or if you are shortlisted at our next annual review. By sending us your company information, you are asking us to hold your data on file and understand that we will only keep it for as long as we need it to ensure it is up-to-date and to comply with the Data Protection Act.

We are unable to accept on-spec CV's. Thankyou